

**OFFICE OF NAVAL RESEARCH
FOREIGN EDUCATIONAL AND NONPROFIT INSTITUTIONS
SYMPOSIUM GRANT TERMS AND CONDITIONS
(AUGUST 2004)**

Office of Naval Research Home Page www.onr.navy.mil

Forms <http://www.onr.navy.mil/02/024/forms>

Administering Grant Offices <http://www.onr.navy.mil/02/024/offices.htm>

ARTICLE

1. Allowable Costs
2. Modification of Grant
3. Prior Approvals
4. Preaward Costs
5. Payments
6. Overpayment
7. Future Funding
8. Performance Results
9. Financial Records and Reports
10. Copyrights
11. Publications and Acknowledgment of Sponsorship
12. Officials Not to Benefit
13. Nondiscrimination
14. Preference for U. S. Flag Air Carriers
15. Drug Free Workplace

1. Allowable Costs

Unless noted otherwise in the terms and conditions of this grant, only those costs specifically set forth in the recipient's cost proposal(s) shall be deemed allowable costs in performance under this grant. Any deviation from the recipient's proposed cost estimates must be approved in writing by the Administrative Grants Officer (AGO) at the Administrative Office in Block 23a of the Award/Modification document in order for such costs to be deemed allowable charges under this grant.

2. Modification of Grant

The only method by which this Grant can be modified is by a formal, written modification signed by the AGO at the Administrative Office in Block 23a or the Awarding Office in Block 22 of the Award/Modification document. No other communications, whether oral or in writing, shall modify this Grant.

3. Prior Approvals

Prior approval of the following deviations from budget and program plans is required:

(a) The Grantee must consult the Program Officer in Block 21 of the Award/Modification document through the AGO at the Administrative Office in Block 23a of the Award/Modification document before deviating from the research objectives defined in the grant proposal.

(b) Support for the project may not continue without the active direction of the Symposium Manager approved for, and identified in, this Grant. If the approved Symposium Recipient Technical Manager severs his or her connection with the Grantee or otherwise relinquishes active direction of the project, either permanently or for a significant length of time (three months or more), the Grantee must either:

(1) Appoint a replacement Symposium Recipient Technical Manager with the approval of the Program Officer in Block 21 of the Award/Modification document through the AGO at the Administrative Office in Block 23a of the Award/Modification document, or

(2) Relinquish the Grant, in which case the Grant shall be terminated.

(c) Extension of the expiration period of this Grant - The AGO at the Administrative Office in Block 23a of the Award/Modification document has authority to approve no funds extension requests meeting all of the following parameters:

(1) a one-time basis only; and

(2) for a period not to exceed 90 days; and

(3) where \$50,000.00 or less of obligated funds remain to be expended.

In other cases, where a request is outside of one or more of the parameters, a no funds extension can only be approved with the concurrence of the ONR Program Officer in Block 21 of the Award/Modification document. For any no funds extension to be effective, a written grant modification must be issued and signed by the AGO at the Administrative Office in Block 23a or the Awarding Office in Block 22 of the Award/Modification document.

(d) The need for additional Federal funding.

4. Preaward Costs

(a) Grantees may incur preaward costs for up to ninety (90) days prior to the effective date of the Grant award.

(b) Preaward costs as incurred by the Grantee must be necessary for the effective and economical conduct of the project, and the costs must be otherwise allowable in accordance with the appropriate cost principles.

(c) Any preaward costs are incurred at the Grantee's risk. The incurring of preaward costs by the Grantee does not impose any obligation on the Office of Naval Research (1) in the absence of appropriations, (2) if an award is not subsequently made, or (3) if an award is made for a lesser amount than the Grantee expected.

5. Payments (Forms and instructions available at <http://www.onr.navy.mil/02/024/forms>)

(a) In order to receive electronic payments, the Grantee must have a U. S. Bank Account.

(b) If the Grantee has a U. S. Bank Account, the Grantee should sign up for electronic payments at the Central Contractor Registry, <http://www.ccr2000.com/>. Alternatively, a completed Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (Standard Form 3881) may be submitted to the AGO at the Administrative Office in Block 23a of the Award/Modification document.

(c) If the Grantee does not have a U. S. Bank Account, payments will be sent by U. S. Treasury check to the address cited on the Standard Form (SF) 270.

(d) Payment requests hereunder shall be submitted by the Grantee using the SF 270. The signed SF 270 shall be faxed to the AGO at the Administrative Office in Block 23a of the Award/Modification document for certification and transmittal to the disbursing office.

(e) If the Grantee wishes to submit invoices electronically via ONR's EDI/EFT electronic billing system, contact the AGO at the Administrative Office in Block 23a for instructions on how to sign up.

6. Overpayment

Within ninety (90) days after the end date of the Grant, any overpayment of grant funds shall be remitted to the AGO at the Administrative Office in Block 23a of the Award/Modification document, by check made payable to the Office of Naval Research. An overpayment represents the difference between allowable actual expenditures and total disbursements received by the grantee.

7. Future Funding

The U. S. Government's legal obligation is limited to the amount shown as "Total Obligated on Award," Block 16 of the Award/Modification document.

8. Performance Results

(a) If reports are requested in Block 31 of the Award/Modification document, the Grantee shall submit the performance results within ninety (90) days after the end date of the Grant.

(b) The Grantee shall include a completed "Report Documentation Page" (SF 298) as the last page of the performance results prepared under this Grant. The form and instructions are available on the Office of Naval Research Home Page at <http://www.onr.navy.mil/02/024/forms>. However, Block 12a of the SF 298 should be completed with the following distribution/ availability statement: APPROVED FOR PUBLIC RELEASE. If the Grantee does not agree with that distribution/availability, the Grantee should contact the cognizant AGO at the Administrative Office in Block 23a of the Award/Modification document.

9. Financial Records and Reports

The Grantee shall maintain adequate records to account for all program income, and all expenditures, including cost sharing, made under this Grant. The Grantees financial records are subject to audit and shall be maintained for three years after the completion date of this grant. Upon completion or revocation of this Grant, whichever occurs earlier, the Grantee shall furnish to the AGO at the Administrative Office in Block 23a of the Award/Modification document, within 90 days, the following financial reports:

- Final Financial Report - indicating actual expenditures broken down by the same cost categories proposed in the Grant cost proposal, or as amended by grant modification, and

- Financial Status Report (SF 269) – only if advance payments were received.

10. Copyrights

The Grantee hereby grants to the U. S. Government a nonexclusive, paid-up license throughout the world under any copyright owned by the Grantee, in any work of authorship prepared for or acquired by the U. S. Government under this Grant, to reproduce copies, distribute copies or display the work publicly and to have others do so for U. S. Government purposes.

11. Publications and Acknowledgment of Sponsorship

(a) Publication of results of the research project in appropriate professional journals is encouraged as an important method of recording and reporting scientific information. One copy of each paper planned for publication will be submitted to the Program Officer in Block 21 of the Award/Modification document simultaneously with its submission for publication. Following publication, copies of published papers shall be submitted to the Program Officer.

(b) The Grantee agrees that when releasing information relating to this Grant, the release shall include a statement to the effect that the project or effort undertaken was or is sponsored by the Department of the Navy, Office of Naval Research.

(c) Disclaimer: The Grantee is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer: “Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Office of Naval Research.”

(d) For the purpose of this clause, information includes news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association proceedings, symposia, etc.

12. Officials Not to Benefit

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Grant, or to any benefit arising from it, in accordance with 41 U.S.C. 22.

13. Nondiscrimination

By accepting funds under this Grant, the recipient assures that it will comply with applicable provisions of the following national policies prohibiting discrimination:

(a) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), as implemented by DoD regulations at 32 CFR Part 195.

(b) On the basis of handicap, in:

(1) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR Part 41 and DoD regulations at 32 CFR Part 56.

14. Preference for U. S. Flag Air Carriers

U.S flag air carriers shall be used for international air travel, to the extent that such service is available. Written documentation must be provided to the AGO at the Administrative Office in Block 23a of the Award/Modification document for each incident of international air travel on a non-U.S. airline.

15. Drug Free Workplace

By accepting funds under this Grant, the recipient agrees to comply with the “Government – Wide Drug-Free Workplace (Grants)” requirements specified by DoDGARS Part 26, Subpart B (or

Subpart C, if the recipient is an individual) of 32 CFR Part 26 (2004), which implements sec.5151-5160 of Drug-Free Workplace Act of 1988 (41 U.S.C. 701,et seq.).